|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Lal Nazar |
| Designation | UCPO |
| CNIC No. | 21203-841  4810-5 |
| District/UC | Khyber /Tirah Bazar A |
| Leave application date | 17/07/2019 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **SECTION 2: DETAILS OF LEAVE** | | | | | | | | | | |
|  |  | | | | Reason of Leave Applied for (Tick in appropriate box) | | | | | | | | | |
|  |  |  | Hajj | | |  | |  |  |  | | | Umrah/Ziarat | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Chillah, Tableegh, Ehtikaf | | |  | |  |  |  | | | Christmas, Diwali | |
|  | | | |  | | | | | | | | | | |
|  | \_ |  | Study/Exams | | |  | |  |  |  | | | Maternity | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Family Wedding | | |  | |  |  |  | | | Self-Wedding | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Immediate Family Death | | |  | |  |  |  | | | Self-Sick Leave | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Immediate Family-Sick Leave | | |  | |  |  |  | | | Accident/Sickness-while at work | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Accident/Sickness-while not at work | | |  | | ● |  |  | | | Emergency Leave | |
|  | | | |  | | | | | | | | | | |
|  |  |  | Vacations | | |  | |  |  |  | | | Others | |
|  | | | |  | | | | | | | | | | |
|  | | | | Number of Days Leave Applied for. 03 | | | | | | | | | | |
| Leave start date.17/07/2019 | | | | | | |  | | | | | Leave end date.19/07/2019 | | |
|  | | | | OIC Name and designation: | | | | | | | | | | |
|  | | | |
|  | | | |
|  | | | |
| UCPO signature: | | | | | | | | | | |  | | | Date:\_\_\_\_17/07/2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PEO endorsement:\_\_\_\_Dr Misal Khan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |  | | | Date 17/7/2019 |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For more than Two weeks | | | | | | | | | | |  | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |  | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**